



Acknowledge a Batch in OTCnet Offline

To acknowledge batch(es), complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Acknowledge Batch**. The *Summary of Batch(es) to Acknowledge* page appears.



Application Tip

Before you can acknowledge batch(es) in OTCnet Offline, you must first access the **OTCnet Offline** icon on your terminal's desktop and enter your User ID and password. After you have successfully logged on you can search for the batch.



Application Tip

To determine if your terminal is connected to the online OTCnet server, refer to the Connection Status indicator located on the top-right of the page. If the Connection Status is green, the terminal is connected to the online OTCnet server. If the Connection Status indicator is red, the terminal is not connected to the online OTCnet server.

3. Select the batch(es) you want to acknowledge by checking the box(es) under the **Select** column.
4. Click **Acknowledge Batch**. The *Review the Batch(es) to be Acknowledged* page appears.
5. Verify that you want to receive acknowledgement for the selected batch(es) and click **Submit**. The *Batch Acknowledgement* dialog box appears.
6. Click **Close**. The *Acknowledge Batch Confirmation* page appears with the batch details of which batches successfully/failed to receive acknowledgement.